CIVIC ASSOCIATION NOTIFICATION REGISTRATION FORM

City of Houston   **Planning and Development Department**

Write Us **@ PO Box 1562, Houston, Texas 77251-1562**   *Telephone Us* **@ (713) 837–7971**
Fax Us **@ (713) 837– 7923**   **Email Us at CivicUpdate@cityofhouston.net**

PURPOSE:

New development within the city of Houston must comply with certain rules spelled out in Chapter 42 of the City's Code of Ordinances unless a variance (special exception to the rules) is obtained from the Planning Commission. Whenever a variance or special exception is requested, property owners within 250 feet and properly registered civic associations must be notified so that they are aware of the opportunity to speak to the Planning Commission before a decision to grant or deny the variance is made. **To properly register your civic association for notification of variance requests, completely fill out this form and send it to the City of Houston Planning & Development Department at the above mailing address or fax number.   Remember to submit a new form whenever the contact name, address or other information changes.**

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1. **CIVIC ASSOCIATION NAME:** _____

2. **CIVIC ASSOCIATION REGISTRATION ADDRESS:** Contact Person: _____

   Street Address (or P.O. Box): _____ Apt/Suite #: _____

   City: _____, TEXAS Zip Code: _____ Telephone: _____

3. **GENERAL INFORMATION:**

   Civic Association Email Address: _____ Fax #: _____

   Website:_____ Next Officer Election Date: _____

   Regular Meeting Date: _____ ☐ None ☐ Monthly ☐ Quarterly ☐ Other: _____

   Names and Positions of Officers: _____
     (Other than Registrant)   _____

4. **DOCUMENTATION ATTACHED:**

   ☐ 501(c)3   ☐ By-laws   ☐ Other _____
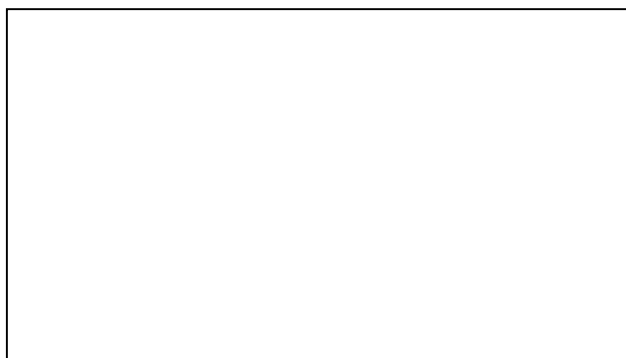   (Example: meeting minutes)

5. **LOCATION:** Subdivision Name: _____

   Key Map: (Example: 493L) _____ Council District #:_____

   Super Neighborhood #: _____ Super Neighborhood Name: _____

   Boundary: Use street names to identify area within boundary:
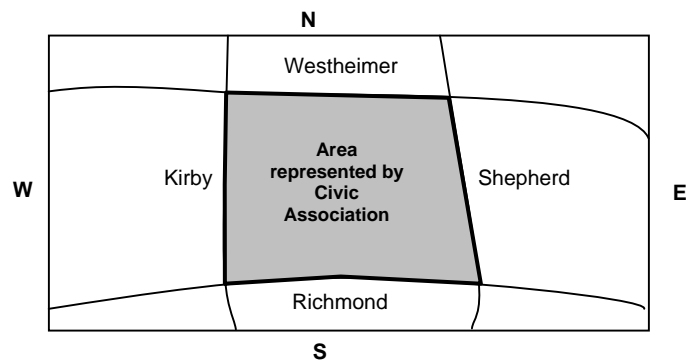
   LOCATION   **LOCATION EXAMPLE**

   North: _____   South: _____   North: Westheimer   South: Richmond
   East: _____   West: _____   East: Shepherd   West: Kirby

6. **AUTHORIZED SIGNATURE:**

   _____   _____   _____
   SIGNATURE   **POSITION**   **DATE**

Revised 07/13/04